





# DEMOLITION PERMIT PACKET

## OC Planning

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# Permit Application

County of Orange

Today's Date: \_\_\_\_\_

Permit #: \_\_\_\_\_

## TYPE OF PERMIT

- |  |  |
|--|--|
| <input type="checkbox"/> RESIDENTIAL (RS)  | <input type="checkbox"/> COMMERCIAL (NR)                   |
| <input type="checkbox"/> SWIMMING POOL/SPA (SW/SA)   | <input type="checkbox"/> ELECTRICAL (EL)                   |
| <input type="checkbox"/> MECHANICAL (ME)   | <input type="checkbox"/> PLUMBING (PB)                     |
| <input type="checkbox"/> GRADING (GA/GB)   | <input type="checkbox"/> SIGN (SB), SOLAR (SL)             |
| <input type="checkbox"/> RETAINING WALL<br>(Separate attachment required for multiple wall submittal) (RW) | <input type="checkbox"/> Non-Structural (EL, PB, ME Combo) |
|  | <input type="checkbox"/> DEMOLITION (DM)                   |

## PROJECT INFORMATION

Address of Project: \_\_\_\_\_

Address

City

Zip

Location of Site (Decimal Degrees): \_\_\_\_\_ / \_\_\_\_\_ Example: 33.687 / -117.786

Latitude

Longitude

Latitude

Longitude

Owner Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Owner Address: \_\_\_\_\_

Address

City

Zip

Current Permits: \_\_\_\_\_

Contractor: \_\_\_\_\_ License #: \_\_\_\_\_

Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

**Agent/Contact Person \***: \_\_\_\_\_ Affiliation: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Job Description: \_\_\_\_\_

STRUCTURE SIZE: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Total

1<sup>st</sup> floor

2<sup>nd</sup> floor

3<sup>rd</sup> floor

GARAGE SIZE SQUARE FEET: \_\_\_\_\_ SITE ACREAGE: \_\_\_\_\_

ARCHITECT: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Name

Lic#:

Street #

Area City

Phone Number

ENGINEER: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Name

Lic#:

Street #

Area City

Phone Number

SOILS ENGINEER: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Name

Lic#:

Street #

Area City

Phone Number

\* If different than owner, owner must sign & certify that they want this person/agent to serve as the designated contact of this application.

**STAFF USE ONLY**

☐ OTC ☐ PLAN CHECK ☐ PLANNING APPLICATION

**SETBACKS**

ZONING: \_\_\_\_\_ ☐ FP ☐ Coastal ACTUAL: \_\_\_\_\_ REQ'D: \_\_\_\_\_  
 APN#: \_\_\_\_\_ FRONT \_\_\_\_\_  
 LEGAL: \_\_\_\_\_ SIDE (R) \_\_\_\_\_  
 PA/CP: \_\_\_\_\_ ☐ Required SIDE (L) \_\_\_\_\_  
 PLANNER'S NAME: \_\_\_\_\_ REAR \_\_\_\_\_

**Applicable to Grading Permits ONLY**

ENGINEER GEOLOGIST: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
 Name Lic#: Street # Area City Phone Number  
 CUT: \_\_\_\_\_ FILL: \_\_\_\_\_ EXPORT: \_\_\_\_\_  
 CUBIC YARDAGE: \_\_\_\_\_  
 SITE ACREAGE: \_\_\_\_\_ WDID: \_\_\_\_\_ NOI: \_\_\_\_\_  
 TOTAL SITE ACREAGE: \_\_\_\_\_ DISTURBED SITE ACREAGE: \_\_\_\_\_

**CAL/OSHA REQUIREMENTS (CHECK APPLICABLE BOX)**

- ☐ I am the owner-builder and exempt from State permit requirements.  
☐ I acknowledge that I must submit proof of issuance of CAL/OSHA permit for the project.  
☐ The project does not require a CAL/OSHA permit, based upon the criteria on the reverse side of this sheet.

**Applicable to Sign Permits ONLY:**

TENANT/BUSINESS NAME: \_\_\_\_\_  
 OCCUPANCY PERMIT NUMBER: \_\_\_\_\_  
 SIGNAGE DETAIL: ☐ Wall Sign ☐ Freestanding ☐ Single Face ☐ Double Face ☐ Illuminated ☐ Non-Illuminated  
 Height: \_\_\_\_\_ Length: \_\_\_\_\_ Sq Ft: \_\_\_\_\_ Ground Clearance: \_\_\_\_\_  
 ADDITIONAL INFORMATION: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**DECLARATION:**

I declare that the foregoing is a true and correct to the best of my knowledge. I understand that an incorrect answer will cause delay to inspection approval and issuance of a stop-work order.

Print Name

Signature

Date



## Designation of Financially Responsible Party

County of Orange

As stated in the Board-approved Ordinance, the County's Planning Department operates by using a time-and-material based deposit and fee structure for plan check, inspection, and planning services. Thus, it is required that each permit or record maintained by Planning have a Financially Responsible Party (FRP) identified.

Per the County Ordinance, the FRP and the owner will receive all official communications regarding fiscal matters, including notices of low balances and additional requests for deposits and copies of permits, and will also receive any refunds, if applicable. Once the FRP is identified, a confirmation notice will be sent in which the named FRP will have 10 days to notify the County of any errors. If the designation is contested, all work on the permit(s) may be stopped until this issue is resolved.

### Permit / Record # (s)

\_\_\_\_\_  
\_\_\_\_\_

As the ☐ Applicant ☐ Owner ☐ Contractor ☐ Other (specify) \_\_\_\_\_, I designate the Financially Responsible Party to be: \_\_\_\_\_.

Contact Person/Agent of this application to be: \_\_\_\_\_.

☐ Applicant ☐ Owner ☐ Contractor ☐ Other \_\_\_\_\_

Name \_\_\_\_\_

Company / Business Name \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Phone # \_\_\_\_\_

Email Address \_\_\_\_\_

\_\_\_\_\_  
PRINT NAME

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

### County Use Only

☐ New Application

☐ Revision to Current Application

Received by: \_\_\_\_\_

Date: \_\_\_\_\_

Role Updated in APPS: \_\_\_\_\_



## Building Permit and Plan Check Process for Demolition Permit

County of Orange

To ensure that construction complies with building regulations and standards, the County requires building permits to be obtained before construction or change in occupancy can begin. Building plans are required for permit issuance.

Plans submitted for building permits are reviewed for compliance with County Building Ordinances (Building, Plumbing, Mechanical and Electrical Codes) and State building regulation such as Energy Conservation Regulations and Handicapped Accessibility Standards.

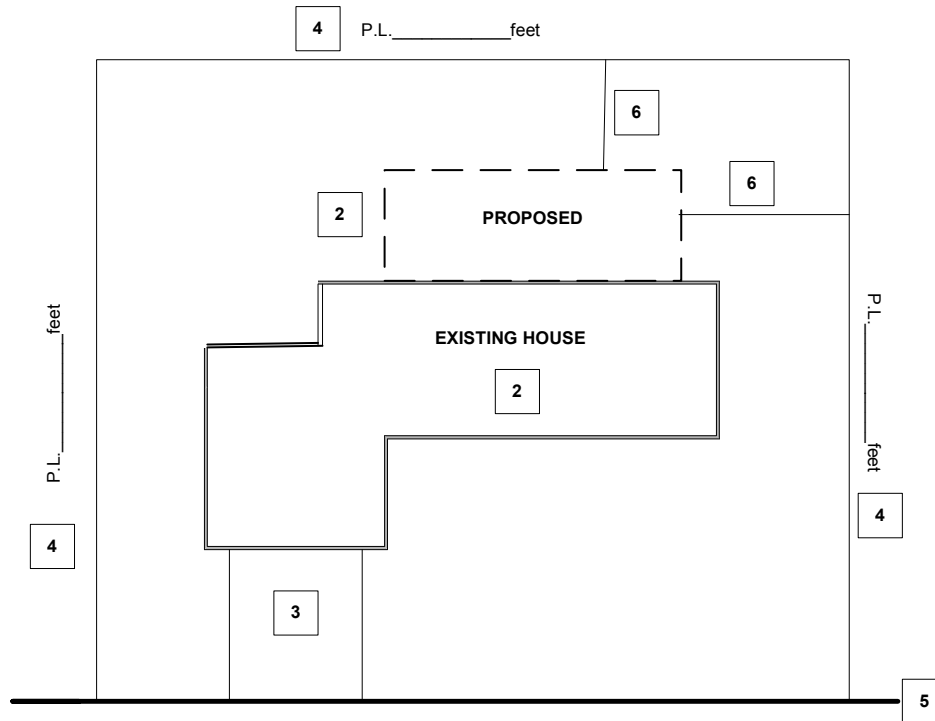
The plan check process is summarized below to help you get acquainted with the building permit and plan check process:

1. Applicant submits Building Permit Application at the Development Processing Center (DCP)
2. Applicant submits 2 sets of plans which consist of the following DPC
  - ☐ Site plan (showing structures to be demolished)
3. Applicant obtains Zoning clearance, prior to permit issuance
4. Pay Plan Check and Inspection Deposit at DPC Station # 6.
5. After plans are approved and all clearances are obtained, County will approve 2 sets of plans. 1 set for the job site and 1 for office archive. 1 additional set of plans is required for Assessor's office.
  - ☐ Building permit issuance requires Workmen Compensation Insurance
  - ☐ Building permit issuance required California licensed contractor ID
  - ☐ Building permit issuance may be issued as Owner-Builder
6. Applicant will call County Inspection Office to schedule inspection
7. After final inspections, County will issue Certificate of Occupancy.



# Typical Plot Plan

County of Orange



## STREET NAME

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Scale: \_\_\_\_\_ = \_\_\_\_\_

1. Project Location information (i.e. APN/ Tract and Lot).
2. Building footprints and rooflines – location and use of all existing and proposed structures and landscape areas, including size, dimensions and distances to property lines.
3. Access – including driveways, exiting and proposed.
4. Property lines – include and label all building site dimensions and ownership boundaries.
5. Ultimate street right-of-way lines – including name, location, size and distance from property lines, and location of sidewalks, curb and gutter, and edge of pavement, public or private.
6. Show setbacks from property lines.
7. Easements – including location, purpose, and dimensions. (i.e. Flood Plain, Utilities, Ingress/Egress, Open Space Conservation / Scenic, etc.)
8. Fencing and Walls – include retaining walls, existing and proposed, with heights from grade inside the outside at all turning points and the center points of all straight sections.



# Asbestos Disclosure Demolition Project

County of Orange

Date: \_\_\_\_\_

Applicant Name: \_\_\_\_\_ Applicant Telephone #: \_\_\_\_\_

Applicant Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Job Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Unincorporated Area of Orange County Zip Code

**Demolition Permit Application Number:** \_\_\_\_\_

- ☐ I declare that the demolition of the structure which job address is listed above does **not** involve demolition or removal of an asbestos material. Written asbestos notification is not applicable to the demolition project.
- ☐ I declare that the demolition of the structure which job address is listed above **does** involve demolition or removal of an asbestos material and attached is a copy of each written asbestos notification regarding the building that has been required to be submitted to the U.S. Environmental Protection Agency. Written asbestos notification is not applicable to the demolition project.

**Signature of Authorized Agent or Owner:** \_\_\_\_\_



# NPDES Notes

County of Orange

**Notes must be shown as worded, on the title sheet of the plan.**

1. In the case of emergency, call \_\_\_\_\_  
at Work Phone # \_\_\_\_\_  
or Home Phone # \_\_\_\_\_
2. Sediment from areas disturbed by construction shall be retained on site using structural controls to the maximum extent practicable.
3. Stockpiles of soil shall be properly contained to minimize sediment transport from the site to streets, drainage facilities or adjacent properties via runoff, vehicle tacking, or wind.
4. Appropriate BMP's for construction-related materials, wastes, spills shall be implemented to minimize transport from the site to streets, drainage facilities, or adjoining properties by wind or runoff.
5. Runoff from equipment and vehicle washing shall be contained at construction sites unless treated to reduce or remove sediment and other pollutants.
6. All construction contractor and subcontractor personnel are to be made aware of the required best management practices and good housekeeping measures for the project site and any associated construction staging areas.
7. At the end of each day of construction activity all construction debris and waste materials shall be collected and properly disposed in trash or recycle bins.
8. Construction sites shall be maintained in such a condition that an anticipated storm does not carry wastes or pollutants off the site. Discharges of material other than stormwater only when necessary for performance and completion of construction practices and where they do not: cause or contribute to a violation of any water quality standard; cause or threaten to cause pollution, contamination, or nuisance; or contain a hazardous substance in a quantity reportable under Federal Regulations 40 CFR Parts 117 and 302.
9. Potential pollutants include but are not limited to: solid or liquid chemical spills; wastes from paints, stains, sealants, glues, limes, pesticides, herbicides, wood preservatives and solvents; asbestos fibers, paint flakes or stucco fragments; fuels, oils, lubricants, and hydraulic, radiator or battery fluids; fertilizers, vehicle/equipment wash water and concrete wash water; concrete, detergent or floatable wastes; wastes from any engine/equipment steam cleaning or chemical degreasing and superchlorinated potable water line flushing. During construction, permittee shall dispose of such materials in a specified

and controlled temporary area on-site, physically separated from potential stormwater runoff, with ultimate disposal in accordance with local, state and federal requirements.

10. Dewatering of contaminated groundwater, or discharging contaminated soils via surface erosion is prohibited. Dewatering of non-contaminated groundwater requires a National Pollutant Discharge Elimination System Permit from the respective State Regional Water Quality Control Board.
11. Graded areas on the permitted area perimeter must drain away from the face of slopes at the conclusion of each working day. Drainage is to be directed toward desilting facilities.
12. The permittee and contractor shall be responsible and shall take necessary precautions to prevent public trespass onto areas where impounded water creates a hazardous condition.
13. The permittee and contractor shall inspect the erosion control work and insure that the work is in accordance with the approved plans.
14. The permittee shall notify all general contractors, subcontractors, material suppliers, lessees, and property owners: that dumping of chemicals into the storm drain system or the watershed is prohibited.
15. Equipment and workers for emergency work shall be made available at all times during the rainy season. Necessary materials shall be available on site and stockpiled at convenient locations to facilitate rapid construction of temporary devices when rain is imminent.
16. All removable erosion protective devices shall be in place at the end of each working day when the 5-Day Rain Probability Forecast exceeds 40%.
17. Sediments from areas disturbed by construction shall be retained on site using an effective combination of erosion and sediment controls to the maximum extent practicable, and stockpiles of soil shall be properly contained to minimize sediment transport from the site to streets, drainage facilities or adjacent properties via runoff, vehicle tracking, or wind.
18. Appropriate BMPs for construction-related materials, wastes, spills or residues shall be implemented and retained on site to minimize transport from the site to streets, drainage facilities, or adjoining property by wind or runoff.